

**Proposal No. A.4 (Administrative Assistant)**

**Ballot question:**

Shall the title of Administrative Assistant be changed to Chief of Staff?

**Charter Amendment:**

Section 6.04. Appointment and Removal of Officers and Employees.

A. The [administrative assistant] chief of staff to the mayor and all department heads shall be appointed and may be removed by the mayor, except as otherwise provided by this charter.

.....

Section 7.06. Vacancy in Office

B. During the temporary absence from the county or temporary disability of the mayor, or in case of a vacancy in the office of the mayor, until a new mayor is appointed or elected, the [administrative assistant] chief of staff shall act as mayor. In the event both the mayor and the [administrative assistant] chief of staff are temporarily absent or disabled, the finance director shall act as mayor during said period.

(1) The mayor shall appoint and may remove [an administrative assistant] a chief of staff whose qualification shall be the same for the position of mayor. The salary for the [administrative assistant] chief of staff shall be [fixed by ordinance] set pursuant to Article XXIX of the Charter. The [administrative assistant] chief of staff shall serve as the mayor's principal administrative aide.

**Comment:** This is addressed in Salary Commission proposal and should not be changed here in the event Salary Commission proposal fails?

C. In the event the person elected as mayor dies before taking office, the person serving as [administrative assistant] chief of staff at the termination of the prior term shall continue to serve as acting mayor until a new mayor is elected.

*(Material to be deleted is bracketed; new material is underlined)*

Revised 7/22/06